



Job Vacancy Announcement

Date Posted: December 1, 2021

Position Title: Community Navigator
Reports to: Grant Compliance Officer
Dept/CC: Economic Community Development Agency (ECDA)

Position Purpose:

Assisting residents in applying for ECDA programs, asset mapping the diverse neighborhoods, understanding the gaps and needs of the community, and developing strategies to support economic and community development. Represent the City and work with the Economic and Community Development team to implement initiatives that promote and cultivate an improved sense of community in the City.

Essential Functions

1. Create and implement outreach strategies to identify and engage community resource partners.
2. Assist staff with the execution and reporting of all projects.
3. Identify local, state, federal and non-profit resources that can assist the community and how they may be utilized in the city.
4. Collect data via surveys and conversation to identify the gaps and needs of the community under the direction of the Community Outreach Coordinator.
5. Attend different community meetings or events that will cultivate relationships, promote programs or relay information about current or future economic and community development programs or events.
6. Monitor and respond to public inquiries from residents.
7. Assist with creating marketing materials and documents in English and Spanish.
8. Develop outreach reports that assist with grant writing and development.
9. Ability to manage multiple projects.

Qualifications:

1. Minimum of a high school diploma or equivalent
2. Bachelor's Degree in Social Work, Business, Communications or another related field encouraged.
3. Ability to communicate professionally (oral and written) with Spanish speaking clients is preferred but not required
4. Strong verbal skills to build and maintain trust with business owners, as well as community partners.
5. Strong analytical, organizational and communication skills.
6. Moderate Microsoft Office (Word, PowerPoint, Excel, etc.) skills.

HOW TO APPLY: Please send resume and cover letter to Carolyn Croswell/Human Resources Department 304 S. Indiana Ave, Kankakee, IL 60901, email ccroswell@citykankakee-il.gov, or apply online www.citykankakee-il.gov. EOE